



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Waiver of Site Plan Approval – 969 Arsenal St

**DATE:** August 26, 2014

**Request:** Waiver of Site Plan Approval for the construction of

**Applicant:** Scott Skinner

**Proposed Use:** Food retail

**Property Owner:** MSNFS Realty Inc

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### Submitted:

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Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: No

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SEQRA: Type II Action	County Review Required: Yes (Unless waived)
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### Zoning Information:

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District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: 20' front, 5' side, 25' rear	Buffer Zone Required: 15' front, 5' side and rear

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**Project Overview:** The applicant proposes to construct two additions on the existing 3,300 square foot store. The first addition will be about 900 square feet attached to the front of the building, occupying space that was formerly a parking area. The second addition will enclose a wooden deck on the rear of the building.

**Parking:** After the additions are considered, the store will be approximately 4,759 square feet, thus requiring 24 parking spaces. The applicant depicts 31 spaces on their plan. However, many of these spaces are shown encroaching on the Dorsey Street right-of-way. The applicant must revise the plan so that no parking is shown within the right-of-way. This can be accomplished by shifting the western bank of parking closer to the building, and reducing the size of the spaces. Some spaces near the southwest corner will need to be deleted entirely.

The two parking spaces shown directly in front of the building should be deleted from the plan. Their arrangement creates an awkward and potentially unsafe condition. This area should ideally be converted to a landscaped buffer, as described further below.

If the applicant provides more than 24 parking spaces, two handicap parking spaces with aisle access must be provided and depicted on the plan.

**Landscaping:** The property does not have landscaped buffers in the front and side yards as required by §310-59(c). However, the proposed additions will not increase or exacerbate the non-conformance, and this section of the code did not apply to the property when the building was converted to its current use.

Nonetheless, the applicant should strive for compliance with the Landscaping and Buffer Zone Guidelines. This should include the removal of the pavement between the building and the sidewalk along Arsenal Street, and the installation of two small-maturing trees.

**Utilities:** The applicant does not depict any new utility services. A storm drain is located beneath the rear deck, and will presumably be removed. The applicant must replace this drain in kind, as close as possible to its current location.

**Other Comments:** The site plan provided is not drawn to a standard scale, and there are errors in some of the provided dimensions. Specifically, the southern bank of parking is shown with 12.5' x 20' spaces, and the front setback is marked as 20' but drawn at about 16'. The applicant must provide accurately scaled drawings.

The Planning Board may waive site plan approval if it determines that this proposal meets the criteria for a waiver listed in Section 310-55 of the Zoning Ordinance:

- 1) Does not involve a change in the boundaries of the property, and
- 2) Does not represent the initial building on the property, and
- 3) Is minor and incidental in size to the existing building pattern, size and coverage on the property, but in no event shall exceed 2,500 square feet, and
- 4) Does not effectively change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property and is also otherwise consistent with all purposes of this chapter.

Since the proposed construction and expansion of the facility involves less than 4,000 square feet of gross floor area and the action does not involve a change in zoning or a use variance and is consistent with local

land use controls, the project is considered a Type II Action as defined by SEQR. Type II Actions do not require SEQR review, and the Short Environmental Assessment Form does not need to be completed by the Planning Board for this project.

The applicant must acquire the following permits prior to construction: Building Permit.

**Summary:**

1. The applicant shall revise the plan so that no parking is shown within the right-of-way.
2. The applicant shall delete the two parking spaces between the building and Arsenal Street from the plan.
3. The applicant shall remove the asphalt between the building and Arsenal Street and provide a landscaped buffer in this area, including two small-maturing trees.
4. The applicant shall provide two handicap parking spaces with aisle access.
5. The applicant shall relocate, or replace in kind, the storm catch basin/manhole beneath the deck.
6. The applicant shall provide drawings at a standard scale and comply with district setback regulations.

cc: Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Scott Skinner, 969 Arsenal Street